

# Government Clerkships.

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## HOW TO GET ONE.

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## HOW TO PREPARE FOR EXAMINATION.

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PRACTICAL INFORMATION REGARDING EXAMINATIONS UNDER THE RULES AND REGULATIONS OF THE U. S. CIVIL SERVICE COMMISSION.

Civil Service Rules and Regulations.



WASHINGTON, D. C.

R. BERESFORD, PRINTER, 523 SEVENTH STREET.

1883.

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Entered according to Act of Congress, in the year 1883,

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In the office of the Librarian of Congress at Washington, D. C.

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## INTRODUCTORY.

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The object of this book is two-fold:

1st. To furnish to persons who wish to compete in civil service examinations for government positions the means of preparing themselves for such examinations, and, 2d, to give to those interested in an intelligent administration of public affairs a correct idea of the examinations to which applicants must submit.

All of the questions included in the following pages have been used in civil service examinations, and while it is not likely that they will again be used, still a study of them will show the range which such questions embrace, and will enable one to prepare himself upon the topics which fall within the scope of the examinations.

In addition to the examples given, the civil service rules and regulations have been included, as many questions will naturally arise which can only be fully answered by reference to them.

The opinion has very generally prevailed that a college education was necessary to qualify one for successfully passing the civil service examinations. That this opinion is erroneous was conclusively shown in New York, where, out of 731 persons examined, 60 per cent. of the appointees selected had been educated in the common schools of the country, and  $6\frac{1}{2}$  per cent. had received a collegiate education.

Another erroneous opinion is that young men, just out of school, would be more likely to be successful than men more advanced in years. A large experience under the late examinations showed that the average age of the successful persons who were appointed was over thirty years.

Persons wishing to prepare themselves for examination will find the regulations governing the "marking and grading" of especial interest. The general examinations will be limited to the following subjects:

- 1st. Orthography, penmanship, and copying.
- 2d. Arithmetic—fundamental rules, fractions, and percentage.
- 3d. Interest, discount, and elements of book-keeping and of accounts.

4th. Elements of the English language, letter writing and the proper construction of sentences.

5th. Elements of the geography, history, and government of the United States.

The method of grading established by the Commission assigns to arithmetic, book-keeping and accounts, one-half of the entire credits to be given in each examination, and to orthography, penmanship and copying, one-fourth, thus leaving to the fourth and fifth subjects above named the remaining one-fourth.

These examinations are not intended to test men's literary qualifications. Their purpose is to bring into the public service those persons who are fit to serve the government in the particular department to which the examinations relate. The same set of questions would not apply to examinations for letter carriers, weighers, post office clerks, custom house clerks, and department clerks.

It may not be out of place here to give a brief sketch of the causes leading to the adoption of the present mode of selecting appointees for the government service.

It is manifest that in a government which requires over 100,000 men to administer it, no one man can personally know, appoint on their merits, supervise the performance of their duties, and for sufficient cause remove all the officers.

During General Jackson's administration a new rule was adopted, with the workings of which we are all familiar, and the evils of which most deplored. For the purpose of remedying these evils, Congress, in 1853 and 1855, passed laws requiring examinations for admission into the public service; but these laws proved inadequate. In his message to Congress in 1870, General Grant urged the adoption of a new system, and in 1871 Congress passed an act authorizing the President to make regulations for the admission of persons into the civil service of the United States, and to employ suitable persons to conduct the necessary enquiries and examinations. An appropriation was made for two years, and a system of competitive examinations was instituted, which was applied to promotions as well as to original admissions to the public service. In April, 1874, General Grant sent a message to Congress, approved by every member of his Cabinet, in which the following statements were made of the results of such competitive examinations.

"(1). They have, on an average, where examinations

apply, given persons of superior capacity and character to the service of the government, and have tended to exclude unworthy applicants.

“(2). They have developed more energy in the discharge of duty, and more ambition to acquire information connected with official functions on the part of those in the service.

“(3). They have diminished the unreasonable solicitation and pressure which numerous applicants and their friends, competing for appointments, have before brought to bear upon the departments in the direction of favoritism.

“(4). They have, *especially where competition applies*, relieved the heads of departments and of bureaus, to a large extent, of the necessity of devoting to persons soliciting place for themselves or for others, time which was needed for official duties.

“(5). They have made it more practicable to dismiss from the service those who came in under the civil service examinations, when not found worthy, than it was or is to dismiss the like unworthy persons who had been introduced into the service through favor or dictation.

“(6). They have diminished the intrigue and pressure, before too frequent, for causing the removal of worthy persons for the mere purpose of bringing other, perhaps inferior, persons into the service.”

In his message of December 7, 1874, President Grant again appealed to Congress for an appropriation of \$25,000 to carry this beneficial system into effect, but he appealed in vain. The result was that competitive examinations, open to every citizen, and in which the most worthy only could win appointments, were suspended.

President Hayes, in his two last annual messages, vainly requested appropriations for the purpose of re-establishing the competitive examinations.

James A. Garfield, in an article in the *Atlantic Monthly* for July, 1877, stated: “One-third of the working hours of Senators and Representatives is hardly sufficient to meet the demands made upon them in reference to appointments to office. The present system \* \* \* impairs the efficiency of the legislators; \* \* \* it degrades the civil service; \* \* \* it repels from the service those high and manly qualities which are so necessary to a pure and efficient administration; and finally, it debauches the public mind by holding up public office as the reward of mere party zeal. To reform this service is

one of the highest and most imperative duties of statesmanship."

In his inaugural address President Garfield said: "The civil service can never be placed on a satisfactory basis until it is regulated by law," and announced his intention of asking Congress, at the proper time, "to fix the tenure of the minor offices of the several executive departments, and to prescribe the grounds upon which removals shall be made during the terms for which incumbents have been appointed.

In his first message to Congress, Dec. 6, 1882, President Arthur said: "In my letter accepting the nomination for the Vice Presidency, I stated that, in my judgment, 'no man should be the incumbent of an office the duties of which he is for any cause unfit to perform; who is lacking in the ability, fidelity or integrity which a proper administration of such office demands.'

"This sentiment would doubtless meet with general acquiescence, but opinion has been widely divided upon the wisdom and practicability of the various reformatory schemes which have been suggested and of certain proposed regulations governing appointments to public office. \* \* \* It seems to me that the rules which should be applied to the management of the public service may properly conform in the main to such as regulate the conduct of successful private business.

"Original appointments should be based upon ascertained fitness. The tenure of office should be stable. Positions of responsibility should, as far as practicable, be filled by the promotion of worthy and efficient officers. The investigation of all complaints, and the punishment of all official misconduct should be prompt and thorough.

"The views expressed in the foregoing letter are those which will govern my administration of the executive office. \* \* \* If Congress should deem it advisable at the present session to establish competitive tests for admission to the service, no doubts such as have been suggested shall deter me from giving the measure my earnest support."

The system of competitive examinations has been adopted by Congress and is now to be placed upon trial before the people; all that its friends ask is that the trial be fair and unprejudiced, and that by its fruits alone shall it be judged.

## THE EXAMINATION.

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There is a great deal more included under the various heads in this work than will be embraced in any one set of examination papers, and any candidate who masters what is here given, thoroughly, and familiarizes himself with the "Hints to Applicants" need have no fear of the result. Four to six weeks careful study of the questions herein given will suffice to prepare any person of average intelligence and a fair English education to pass successfully any examination that will be presented by the Civil Service examiners. Idiots and dunces will derive no benefit from these pages, as these examinations are especially intended to prevent their securing positions in the public service.

The gentleman who prepared these questions has passed a number of examinations, both in the Civil and Military Service, and to-day holds a prominent position under the government, solely upon his merits.

### ARITHMETICAL.

Write in figures the following numbers :

Five thousand and two.

Sixty-two thousand five hundred and three.

Seven hundred thousand and three.

Three hundred and twenty-one millions, one thousand and six.

Seven millions and fifty.

Seventy-five million, two hundred and four thousand, six hundred and three.

One thousand and three, and decimal three ten-thousandths.

Twenty-three millions and twenty-one, and decimal twenty-three ten thousandths.

One hundred and three, and decimal two-thousandths.

Ten thousand, and decimal two-hundredths.

One hundred thousand and one hundred-thousandth.

Write at length the numbers expressed by the following figures :

500,500.  
68,759,205.  
83,308.  
300,001,001.  
4,002,010.  
23,201,302.  
110,110.110.  
2,004.204.  
.021.  
40,001.3201.  
133.4001.  
26,204.3051.

Add the following column of figures :

37,640,787.95  
109,741,134.10  
209,464,215.25  
309,226,813.42  
266,027,537.43  
191,087,589.41  
158,356,460.86  
311,533.83  
194,572.32  
24,709.46  
118,248.30  
92,718.50  
150,476.14  
103,880.82  
149,004.15  
175,111.81  
193,636.59  
269,803.41  
315,022.36  
205,217.87  
379,558.23  
384,720.19  
445,485.18  
464,546.52  
427,124.98  
337,032.62  
315,783.47  
457,919.66

What is the interest on \$12,500,000 for five months and twenty-three days, at 6 per cent. a year?

The Treasury Department bought on contract 350 reams of foolscap paper, at \$3.83 $\frac{1}{3}$  per ream, 45 $\frac{1}{2}$  reams of which were returned as unsuitable, and 275 reams of letter, at \$2.67 $\frac{1}{2}$  per ream, 31 $\frac{1}{2}$  reams of which were rejected. How much was paid for the remainder?

A man loaned another a sum of money, payable in five months, with interest at the rate of 6 per cent. per annum, and at the end of that time received \$666.25 in return. How much did he loan?

Five persons having claims against the Government, placed their claims in the hands of an agent for collection; A's claim amounted to \$500, B's to \$425, C's to \$300, D's to \$250 and E's to \$175; but, after the agent had deducted his fees, there was but \$1,237.50 left. How much did each claimant receive?

A quartermaster bought 280 cords of hard wood at \$6.75, and 790 cords of soft wood at \$3.62 $\frac{1}{2}$  per cord. Also, 750 bushels of corn at 62 $\frac{1}{4}$  cents, and 925 bushels oats at 37 $\frac{1}{2}$  cents per bushel. What was paid for the whole, and what was the average price of wood per cord, and of the grain per bushel?

The cost price of beef is 11 $\frac{3}{8}$  cents per pound, and of flour 3 $\frac{1}{3}$  cents per pound. One pound and four ounces of beef and one pound and six ounces of flour are allowed to a ration. How much will 617 rations cost at the above rates?

What amount of gold must be sold at 14 $\frac{1}{8}$  premium to purchase \$750 in United States bonds at a premium of 12 $\frac{1}{2}$ ?

The Treasurer sells for the Interior Department certain State bonds at 76 $\frac{1}{2}$ , and purchases with the proceeds exactly \$24,500 in United States bonds at a premium of 14 $\frac{3}{4}$ . What is the face value of the bonds sold?

The legal tender circulation of the United States is \$356,500,000. What is the amount of its depreciation relatively to gold, when gold is at a premium of 14 $\frac{1}{8}$ ?

\$4,483.43 $\frac{3}{10}$  is the simple interest on \$143,215.25, at 7 per cent. per annum, for what time, reckoning 360 days to the year?

The population of the United States is about 38,500,000—of the Eastern States, about 3,500,000; of the Middle States, about 8,900,000; of the Southern States, including the

District of Columbia, about 9,100,000; and of the Western States and Territories, about 17,000,000. The amount of national currency authorized by law is \$354,000,000. If the apportionment should be made on the basis of population alone, to how much national bank circulation would each section be entitled?

A bank offers to discount a note of \$101,515.62 $\frac{1}{2}$ , payable three months after date, for either six per cent. bank discount, or six and one-sixteenth per cent. true discount. Which is the better offer, and how much would be saved by accepting it in preference to the other?

A quartermaster purchased 20 tons of hay, at \$10.50 per ton; 1,575 pounds of corn, at 87 $\frac{1}{2}$  cents per bushel, (56 pounds to the bushel;) 1,956 pounds of oats, at 37 $\frac{3}{4}$  cents per bushel, (32 pounds the bushel;) and 10,247 feet of lumber, at \$15.62 $\frac{1}{2}$  per thousand feet. What was the total cost of the purchase?

A quartermaster bought 10 $\frac{2}{3}$  cords of wood at one time, and 24 $\frac{5}{6}$  cords at another. After issuing 16 $\frac{7}{9}$  cords, how much remained?

A quartermaster bought 11 $\frac{1}{3}$  cords of wood at one time, and 24 $\frac{3}{5}$  cords at another. After issuing 15 $\frac{4}{9}$  cords how much remained?

A quartermaster purchased 215 $\frac{3}{4}$  cords of wood at \$2.75 per cord at one time, and 95 $\frac{1}{2}$  cords at \$2.37 $\frac{1}{2}$  per cord at another. He afterwards issued 120 $\frac{3}{8}$  cords. How much did the wood cost, and how much remained on hand?

A quartermaster bought 875 cavalry jackets at \$6.625 each; 912 caps at \$8.75 each; and 1,000 pairs of trowsers, at \$4.3125 a pair. He issued .875 of each. What was the total cost, and how many of each remained on hand? *Give the operation and result in decimal fractions.*

A quartermaster paid for transporting 131,215 pounds of hard bread a distance of 81 miles, 2 $\frac{3}{4}$  cents per ton per mile; 513 enlisted men 163 miles, 2 $\frac{1}{3}$  cents per mile for each man. He also paid \$500 per day for the use of a steamer from May 3, to September 2, 1864, (both days inclusive.) What was the total amount of the payments?

A commissary of subsistence about to change quarters, and being compelled to dispose of 126 $\frac{6}{7}$  bushels of wheat, sold  $\frac{5}{8}$  of the same at \$2 $\frac{1}{5}$  a bushel and the remainder at \$1 $\frac{3}{4}$  a bushel. How much did he receive for his wheat?

A commissary of subsistence wishes to purchase an equal quantity of wheat, corn and rye; he pays for the wheat

$\$2.22\frac{1}{2}$  a bushel; for the corn,  $98\frac{1}{2}$  cents a bushel; and for the rye,  $\$1.16\frac{4}{5}$  a bushel. How many bushels of each can he buy for  $\$242,979$ ?

A commissary of subsistence bought 200 barrels of pork, at  $\$15.62\frac{1}{2}$  per barrel; 237 boxes of hard bread, each weighing 25 pounds, at  $6\frac{1}{4}$  cents per pound; and 570 pounds of coffee, at  $4\frac{1}{2}$  cents per pound. How much did he pay for the whole, and how much remained on hand, after issuing  $\frac{3}{4}$  of each?

A commissary of subsistence bought 198,785 pounds of bacon, at 13.5 cents per pound; 98,000 pounds of flour, at  $\$14.375$  per barrel (196 pounds to the barrel;) 19,800 pounds of coffee, at 37.5 cents per pound; and 497 gallons of vinegar, at 44.75 cents per gallon. What was the total cost of the purchase? *Give the operation and result in decimal fractions.*

The quartermaster at Leavenworth, Kansas, purchased 75,000 pounds of corn, at  $31\frac{1}{4}$  cents per bushel, (56 pounds to the bushel;) 32,113 pounds of oats, at  $32\frac{1}{2}$  cents per bushel, (32 pounds to the bushel;) and 79,500 pounds of hay, at  $\$22.37\frac{1}{2}$  per ton, (2,000 pounds to the ton.) What was the total cost of the purchase?

How much gold must be sold at  $114\frac{1}{8}$  to purchase  $\$213,350$  in U. S. bonds at  $115\frac{7}{8}$ ?

If the premium on gold is  $15\frac{5}{8}$ , what amount of gold must one sell to pay a note of  $\$150$  in currency?

What is the interest on  $\$156,000$  for  $8\frac{1}{2}$  months at 6 per cent. a year?

What is the interest on  $\$150,580$  for nine months and eleven days, at 7 per cent. a year?

The Treasury Department sold for  $\$2,240$  a lot of building material for which it paid  $\$3,360$ . What was the per centage of loss on the cost price?

What would be the interest at 9 per cent. per annum, on  $\$11,823.32$  for 7 months and 13 days?

How much will  $\$473.21$  gain in 5 years, 7 months and 21 days, at 8 per cent. per annum, simple interest?

Calvin Hale pays  $\$7,350$  for Indian goods worth  $\$6,345$  at gold prices. What is the premium on gold; what is gold worth in currency; and what is currency worth in gold?

A disbursing officer deposited in the Treasury  $\$23,914.59$ , having retained  $1\frac{3}{8}$  per cent. on the amount collected. What amount did he collect?

On a promissory note which has run 3 years, 7 months

and 7 days, at the rate of 7 per cent. per annum, \$126.09 $\frac{13}{8}$  interest has accrued. What is the amount of the note, reckoning 360 days to the year?

A consul has due him a balance of \$475, for which he desires to draw on London, exchange being at the rate of 5 per cent. loss on the face of his draft. For what amount of sterling money must he draw in order to realize the balance due him, the pound sterling being valued at \$4 $\frac{84}{100}$ .

A consul at a salary of \$1,500 per annum renders his account from June 20, 1872, to Sept. 30, 1872, both days inclusive, and credits \$217 $\frac{83}{100}$  fees received by him during the said period. For what amount is he entitled to draw, exchange being at the rate of  $3\frac{1}{2}$  per cent. loss on the face of his draft?

An officer of the Treasury Department collected \$17,850, and deposited \$17,493 in the Treasury, retaining the remainder as his commission. What was the rate per cent. of the commission on the amount collected? Write the answer in words.

What amount is due a mail contractor for the quarter ending December 31, contract pay \$725 per annum, pay decreased \$369 per annum from November 1, and increased \$248 per annum from November 16?

The Government in purchasing land for a park, bought 56 acres of wood land at \$46.34 $\frac{1}{2}$  per acre; 176 acres of meadow land at \$59.46 $\frac{1}{4}$  per acre; and 37 acres of low land at \$13.83 $\frac{3}{4}$  per acre. What was the area of the land; what its cost; and what the average price per acre?

What is the amount of duty chargeable on 2,465 $\frac{1}{8}$  pounds of wool, valued at \$625.75, when the rate of duty is 10 cents per pound and 11 per cent. ad valorem?

The duty on Brussels carpets, wrought by the Jacquard machine, is 44 cents per square yard, and in addition thereto 35 per cent. ad valorem. What would be the entire amount of duty chargeable on a roll measuring 2 feet 10 inches wide, 40 yards long, and valued at \$1.50 per yard?

The duty on certain glass plates being 35 cents per square foot, give the duty chargeable on 316 boxes, each box containing 20 plates, and each plate being 24 inches by 30 inches?

On a certain invoice of 34,216 pounds of pepper there are discounts for damage as follows: 12 per cent. on 6,190 pounds, 8 per cent. on 6,438 pounds, and 5 per cent. on

9,632 pounds. After deducting the discount, what would be the duty on the remainder at 5 cents per pound?

The duty on burlaps is 35 per cent. ad valorem. What is the amount chargeable on a bale containing 50 webs, each being 40 yards and 16 inches long and 27 inches wide, and valued at 30 cents per square yard?

The duty on spool thread of cotton, containing 100 yards to the spool, is 6 cents per dozen spools, and in addition thereto 30 per cent. ad valorem. What is the amount chargeable on 11,153 spools, valued at 3 cents a spool?

If the duty on a lot of sugar weighing 1,639,728 pounds is  $2\frac{3}{4}$  cents per pound, and there is a discount of  $7\frac{1}{2}$  per cent. allowed for damage, what amount of duty must be paid?

The rate of duty on certain wine being one dollar per gallon, and twenty-five per cent. ad valorem, and three cents on each bottle, give the total duty on 839 bottles (each containing one quart) and costing \$2.93 per gallon.

The duty on proof brandy is \$2 per gallon, and in proportion for greater strength. What is the duty on brandy of  $70^{\circ}$  strength, on a scale of  $50^{\circ}$ ?

From a kilogram (1,000 grams) of pure gold may be coined 279 of the newly established standard 10-mark pieces of Germany. The standard gold dollar of the United States contains of pure gold,  $23\frac{2}{100}$  troy grains. A gram is equivalent to 15.432349 troy grains. What is the intrinsic value of the German mark (the new unit of account for the German empire,) expressed in terms of the United States gold dollar and its decimal subdivisions?

The standard gold dollar of the United States contains nine parts of pure gold and one part of alloy, and weighs 25.8 grains troy. How many grains of gold and alloy respectively, are required for the coinage of 6,983 gold dollars?

The weight of the U. S. gold double-eagle is 1.075 ounces troy. The intrinsic value of standard gold is  $15\frac{6}{10}$  times that of an equal weight of standard silver, and the weight of a silver dollar is .859375 ounces troy. What is the intrinsic value of the silver dollar expressed in terms of the gold dollar and its decimal subdivisions; and what is the gold value of an ounce of standard silver?

A person owning \$12,000 in U. S. bonds wishes to convert them into bank stock. The bank stock is at a discount of  $3\frac{1}{2}$  per cent. while the bonds are at a premium of  $14\frac{1}{4}$  per

cent. What amount of stock, at par value can he purchase, allowing the broker's charges for the purchase to be  $\frac{3}{4}$  per cent.?

The U. S. gold double-eagle has a weight of 516 grains troy, and the smaller gold coins proportionate weights according to their value. A pound avoirdupois is equivalent to 7,000 grains troy. What is the avoirdupois weight of 100,000 double-eagles, 25,000 eagles, 10,000 half-eagles, 4,000 quarter-eagles, and 1,983 gold dollars?

The rate paid by the Treasury Department for the transportation of gold coin under the Government contract with the Adams Express Company is one quarter of a cent a mile for each \$1,000 for distances over 500 miles. The rate paid for the transportation of silver coin is twice that paid for the transportation of gold. What would be the cost of transporting \$433,000 in gold coin and \$87,000 in silver coin from New Orleans to New York, the distance being 1,492 miles?

The U. S. consul at Mazatlan, Mexico, being indebted to the United States \$308.56 on account of surplus fees, forwards to the Treasury a bill of exchange on a Mexican bank for that amount, to cash which the Department is obliged to pay  $\frac{3}{4}$  per cent. on its face. How much does he still owe the United States, and for what amount should the bill have been drawn in order to net the Government the amount due?

In a county embracing a population of 97,213 persons, a tax is levied for town, county and State purposes, amounting to \$100,406. Of this sum, a part is to be raised by a tax of 20 cents on each poll (or person), and the remainder by a tax of two mills on the dollar. What was the amount of the property on the tax list?

A cord of wood is 8 feet long, 4 feet broad and 4 feet high. What is a pile of wood 19 feet long, 11 feet 5 inches high, and 8 feet 7 inches broad worth, at \$5.62 $\frac{1}{2}$  per cord?

The United States engineer at New York, advertised for proposals for dredging 22,340 cubic yards of earth from the harbor. How much would it cost to perform the work at 11 $\frac{1}{2}$  cents per cubic foot?

What is the value of 500 sheets of copper, weighing 20 oz. avoirdupois per square foot, measuring 48 inches long by 15 inches wide, and worth \$150 per ton of 2,240 pounds?

A merchant imported 120 tons of English iron, costing 1 $\frac{1}{2}$  pence per pound, on which he paid a duty of twenty per

cent. The freight was five shillings sterling per ton. What was the total cost in U. S. currency? (The ton weighs 2,240 pounds. The £ sterling is worth \$4.8665.)

A piece of silk exceeds  $\frac{5}{8}$  of a yard in width by  $\frac{5}{9}$  of an inch; what is its actual width?

An importer sold part of a cargo of tea at 90 cents a pound, and made a profit of 20 per cent. on the cost price. He sold the rest at \$1.10 a pound. What per cent. did he make on the last sale?

A goldsmith melts together 12 ounces of gold 22 carats fine, 60 ounces 20 carats fine, and 24 ounces 14 carats fine. He sold it at the rate of \$16 per ounce of pure gold, (24 carats fine.) What was its fineness, and what was the amount received?

#### ACCOUNTS.

Make statements of the following accounts in frames similar to the form given below. All balances must be carried forward.


John Smith is a disbursing agent of the United States. January 1, 1872, there is in his hands \$11,870.63. February 1, he pays out \$3,220.34, on which he is entitled to a commission of  $1\frac{7}{8}$  per cent. March 1, he receives \$3,750.87. May 1, he pays out \$3,795.01 on which he is entitled to a commission of  $2\frac{1}{2}$  per cent.

A collector on the 1st of January, 1871, was indebted to United States to the amount of \$928.50. An advance of \$420 was made to him. He paid out on account of salaries of employés \$628.50; contingent expenses \$42.31; for his own salary \$62.50; and for commissions,  $2\frac{1}{8}$  per cent. on \$2,400.

James Smith commenced business January 1, 1871, as agent for Henry Brown, with a cash capital of \$10,000. He bought of John Jones, for cash, 600 barrels of flour at \$10 per barrel, and of Thomas Miller 1,800 bushels of oats at 60 cents per bushel, for which he gave his note for three months, with interest at the rate of 6 per cent. per annum; and of John Doe, for cash, 6,000 bushels of corn at 75 cents per bushel. He sold to George Thompson, for cash, 515 bushels of oats at 63 cents per bushel; to James Day, Feb. 1, 1871, 313 barrels of flour at \$10.51 per barrel, to be paid for in 5 months, with interest at the rate of 7 per cent. per annum; to Henry Johnson, February 15, 1871, 500 bushels of corn at 77 cents per bushel, to be paid for in four months, with interest at the rate of 8 per cent. per annum; and to Philip Tucker, June 30, 1871, 100 barrels of flour at \$10.25 per barrel, cash. All of the notes were paid at maturity. Make a statement of James Smith's account with Henry Brown as it stood after the last transaction.

Thomas Jones is a disbursing officer of the United States. On the 1st of January, 1872, there was advanced to him \$6,000; on the 1st of April, 1872, \$2,500; on the 15th of May, 1872, \$1,761; and on the 1st of June, 1872, \$550.59. He has made disbursements to the amount of \$10,156. On \$5,000 he is entitled to a commission of  $\frac{2}{3}$  per cent.; on \$3,000 to a commission of  $\frac{3}{8}$  per cent.; and on the remainder to a commission of 1 per cent.

A certain merchant, John Bond, borrowed of William Thompson, a fellow merchant, on January 29, 1870, 1,638 gallons of brandy, worth \$3.50 per gallon, to be paid by brandy of similar value, but 10 per cent. to be added for such amount as was not repaid within one year. Brown made such repayments, as follows: 118 gallons on July 10, 1870; 410 gallons on November 15, 1870; 290 gallons on January 28, 1871; 310 gallons on February 13, 1871; and 285 gallons on April 25, 1871. State the account as it stood after the last installment.

#### BOOK-KEEPING.

What are the distinctive features of book-keeping by double-entry?

What books are required and what are the functions of each?

What is meant by journalizing a day-book entry?

Give the journal entry on the books of James Smith of the following transaction:

October 9, 1873, James Smith bought of Thomas Brown merchandise to the amount of \$2,350, of which he paid \$1,000 in cash, the remainder being charged to him on Brown's books.

*Memoranda: JOHN JONES, Grocer.*

1874.

Jan. 11. Began business with cash, \$3,500.  
 " " Bo't 110 bbls. flour at \$8.  
 " 12. Sold Colt & Wilson, 20 bbls. at \$8.50 cash.  
 " " Paid for set of books, \$15.  
 " 13. Bo't of Willlam Gray, 10 bales cotton on account, \$1,000.  
 " 14. Sold Spencer & Bro., 50 bbls. flour at \$10.  
 " 15. Bo't of G. Jones, 95 bbls. flour at \$9.  
 " 16. Bo't 10 bags of Rio, \$70.  
 " 18. Repairs of store, \$15.  
 " " Bo't 10 bbls. sugar at 20 cts., (200 lbs. each.)  
 " 19. Paid drayage, \$3.  
 " " Paid Wm. Gray on account, \$200.  
 " 20. Sold factory 9 bales of cotton, \$1,200.  
 " 21. Sold Brown & Son 40 bbls. flour, at \$10.50.  
 " 22. Sold Packard & Co. 8 bbls. sugar on account, at 22 cts.  
 " 23. Sold factory 65 bbls. flour, at \$10.  
 " 25. Received from Rockwell on account, \$150.  
 " 26. Sold Spencer & Bro. 10 bbls. flour, at \$10.  
 " 27. Sold Brown & Son 5 bags Rio, \$65.  
 " 28. Paid Wm. Gray on account, \$750.  
 " 29. Paid clerk to Feb. 1, \$30.  
 " 30. Paid rent " " " \$66.  
 " " Bo't hhd. bacon, \$410.

1. Make inventory of merchandise unsold January 31, 1874, at rates of sales.

2. Make balance account, indicating "resources," "liabilities," and "gain."

#### HISTORY.

When and by whom was America discovered?  
 When and by what body was the Declaration of Independence adopted?  
 Who commanded the American army during the revolutionary war?

Name the first four Presidents of the United States.

When and where was the first battle of the Revolution fought?

When and where did the first Continental Congress meet?

When and where did the surrender of General Lee take place?

Who was the fifth President of the United States?

Name the Presidents of the United States in their order.

Who commanded the American, and who the British force at Yorktown in 1781?

✓Who commanded the American, and who the British army, at New Orleans, January 8, 1815?

What French nobleman was actively engaged in our revolutionary war?

Who were General Arnold and Major André?

What was the cause of the war of 1812?

In what year did the war between the United States and Mexico begin?

Who commanded the American army during the Mexican war?

When was the first permanent settlement made in the United States?

In what year was the battle of Bunker Hill fought?

Who was President of the United States during the Mexican war?

What nation assisted the Americans during the revolutionary war?

What were the causes of the late Rebellion?

Who was President of the United States during the war of 1812?

Who was the reputed author of the Declaration of Independence?

Who were Patrick Henry and Benjamin Franklin?

Where was the first great battle of the late rebellion fought?

Who was the first Secretary of the Treasury of the United States?

What was the proceeding known as "the removal of the deposits," and in the administration of what President did it occur?

Of what nationality were the first settlers of New York city?

What Presidents have been elected for two terms of office?

To what nation did Louisiana belong previous to its cession to the United States?

Who was the reputed discoverer of the Mississippi river?

What two noted Polish generals fought for this country during the Revolutionary war?

Who commanded the Mexican army when the city of Mexico was taken by General Scott?

What Vice Presidents have served out the unexpired terms of Presidents?

Who discovered the Hudson river, and from whom did it take its name?

Who commanded the American fleet at the battle of Lake Erie during the war of 1812?

Who commanded the American, and who the British, army at the battle of Saratoga, during the Revolutionary war?

During what war did Braddock's defeat take place?

What nation disputed with England the mastery of the western continent previous to the Revolutionary war?

With what nation of Africa did the United States maintain a naval war in 1815?

Where was the first permanent English settlement made in the United States?

Name the thirteen original colonies.

When was the second war between this country and Great Britain declared, and for what reason?

During what war did the battle of Buena Vista take place?

What American general was killed at the battle of Bunker Hill?

What States seceded from the Union in the late civil war?

When was Abraham Lincoln assassinated?

Who was the first Vice President of the United States?

When and by whom was Vicksburg taken?

When was the battle of Gettysburg fought?

Where was George Washington inaugurated as President of the United States?

What States did Daniel Webster and John C. Calhoun represent in the United States Senate?

From what nation was Florida purchased by the United States?

What event during the rebellion nearly led to a war between Great Britain and the United States?

Name two or more battles that occurred during the Mexican war.

Name seven or more former Presidents of the United States.

Who wrote the Declaration of Independence and in what city was it issued?

What was the cause of the war between the United States and Mexico? Name two or more American generals who took part in it.

Name two or more battles that took place during the last war with Great Britain.

What was the last battle of the seven days' conflict in 1862?

How long did John Quincy Adams hold the position of President?

Who commanded the Union forces at the battle of Chancellorsville?

Who were the two most successful explorers of Africa?

Name four or more of the most important battles of the late Rebellion.

Name four or more of the important battles of the American Revolution.

When did the "landing of the Pilgrims" take place?

Name the ex-Presidents of the United States now living.

What important battles were fought during the rebellion on the soil of Tennessee?

Where did Lord Cornwallis surrender to General Washington?

What three Presidents of the United States served as officers of the United States Army during the Mexican war?

Who was Vice President during the administration of James K. Polk?

#### GEOGRAPHY.

How many States and how many Territories are there in the United States?

Bound the State or Territory of which you are a resident, and name its capital and principal rivers.

Mention the State or Territory in which each of the following towns is situated: Tucson, Santa Fé, Olympia, Charleston, Carson City, Boise City and Denver.

Where is the island of San Juan, and to what nation does it belong?

Name the States of the Union, giving the Eastern, the

Middle, the Southern, the Western, and the Pacific States separately.

What are the grand divisions of the earth?

Bound the United States.

Where is the Chesapeake Bay?

What are the geographical divisions of America?

Where is Delaware Bay?

What States border on the Gulf of Mexico?

Name three of the principal mountain ranges of the United States, and the three largest rivers.

Which is the largest State in the Union and which the smallest?

What chain of lakes forms part of the northern boundary of the United States?

What States border on the Pacific Ocean?

What States border on Lake Erie?

What States border on the Atlantic Ocean?

Name the New England States.

Through what States would you pass, in a journey by railroad, by the most direct line, from Washington to New York City?

Through what States would we pass in going from New York City to Chicago by the most direct line of railroad?

What river forms part of the boundary between the United States and Mexico?

Where are the Green Mountains?

Where is Lake Champlain?

What two ranges of mountains are there in California?

What Lake forms part of the boundary between New York and Vermont?

What river forms the boundary between Vermont and New Hampshire?

In what State does the Mississippi River rise and where does it empty?

In the following list, state which are sea-ports and which are inland cities: Albany, Charleston, (S. C.,) Raleigh, Atlanta, Portland and Hartford.

In the following list, state which are sea-ports and which inland cities: Boston, Tallahassee, Baton Rouge, Saint Augustine, Nashville, Syracuse and Des Moines.

What rivers unite and form the Ohio?

What are the principal tributaries of the Mississippi River?

Name the States and Territories lying on the northern frontier of the United States, extending from the Atlantic to the Pacific Ocean.

In the following list, state which are rivers and which lakes: Missouri, Ponchartrain, Erie, Ohio, Colorado and Champlain.

Through what rivers, lakes and gulf do the waters of Lake Superior pass on their way to the Atlantic Ocean?

Name the capitals of Indiana, Tennessee, Vermont, Michigan and Ohio.

Name the capitals of the following States: Ohio, Louisiana, Pennsylvania, Nebraska, Iowa, Kentucky and Oregon.

Name three or more cities located on the Mississippi River.

What large lakes are on the Northern and western boundaries of the State of New York?

What two rivers unite to form the Ohio River, and where does it empty?

Name three or more large cities in Germany.

Name four large rivers in the United States.

Name the States bordering on the Ohio River.

Name the States in which each of the following cities is located: Vicksburg, Atlanta, Mobile, Peoria, Milwaukee.

Name a city in each of the following States: Ohio, Missouri, South Carolina, Tennessee, Connecticut, Georgia, Iowa.

Name a city or large town in each of the following countries: Spain, Turkey, Germany, France, Belgium.

Name an important city in each State of the Union.

Name the great lakes and the rivers connecting them.

Name the principal foreign and domestic ports on the Gulf of Mexico.

What large rivers flow into the Gulf of Mexico, west of the Mississippi?

#### GOVERNMENT.

Can either House of Congress adjourn without the consent of the other?

Under what circumstances may the privilege of the writ of *habeas corpus* be constitutionally suspended?

To whom is the power to coin money delegated, and to whom denied by the Constitution?

How only can money be constitutionally drawn from the Treasury?

Where must bills for raising the revenue of the United States originate?

What only, under the Constitution, can the States make a legal-tender in payment of debts?

What officer is commander-in-chief of the army and Navy of the United States?

How many United States Senators is each State entitled to, and how and for what length of time are they elected?

Does the Constitution authorize Congress to pass laws for the establishment of any religion?

What proportion of the States is required to ratify an amendment to the Constitution?

After a bill, passed by Congress, has been vetoed by the President, can it become a law? If so, in what manner?

Describe the duties of the Vice-President of the United States.

Who administers the oath to the President on entering upon the duties of his office?

What form of government is that of the United States? England? Russia?

To what branch of the Government does the Constitution give the right to declare war against a foreign nation?

What does the writ of *habeas corpus* authorize an officer to do?

What are letters of marque and reprisal?

For what causes may the President of the United States be removed from office?

What persons are eligible to the office of President?

State some of the powers conferred on the President by the Constitution.

What limitation is there to the power of the President to grant pardons?

How many justices of the Supreme Court are there, and who is Chief Justice?

What body tries the President in case of impeachment?

Is the Vice-President authorized to act as President during the temporary absence of the President?

Is the Vice-President ever entitled to a vote in the Senate? If so, when?

Is a person of foreign birth eligible to the office of President or Vice-President?

Whom does the Constitution authorize to make treaties of peace?

By what instrument or fundamental law was the United States governed previously to the adoption of the Constitution?

Into what three co-ordinate branches is the Government of the United States divided?

What age is required to make a person eligible as President of the United States?

Who presides over the Senate during the trial of the President on impeachment?

Which branch of Congress has the sole power of impeachment?

What punishment, if any, is inflicted in case of conviction on impeachment?

Is the President authorized ever to adjourn both Houses of Congress; and, if so, under what circumstances?

How may the Constitution be amended?

What is the highest judicial tribunal in the United States?

When is the electoral vote cast?

What are Congressmen-at-large, and how are they elected?

How is the President of the United States chosen?

On what principle must direct taxes be apportioned among the several States?

What is the provision of the Constitution by which authority is conferred on Congress to lay and collect internal taxes?

Are the judges of the Supreme Court of the United States appointed or elected?

Can a foreign-born citizen be elected United States Senator?

In what countries does republican, or partly republican, government prevail at the present time?

By what authority may post routes and post offices be established?

#### SYNTAX.

Correct the following sentences:

John regards neither the master nor the pupil's advantage.

These are the men whom, you might suppose, were authors of the work.

Neither wealth or honor can secure the happiness of their votaries.

The rapidity of his movements were beyond example.

These sort of men cannot give account of their faith.

The difference between him and I is not very great.  
 Does that boy know who he speaks to ?  
 He was exceeding careful not to give offense.  
 Every member of the company but he were present.  
 We lay down our burdens and then laid down ourselves.  
 Leave the papers lay where I have lain them.  
 The difference between he and me is not very great.  
 There have been several financial crises in this country.  
 Discount is quite a different thing than premium.  
 You was paid to fight against Alexander, not to rail at  
 him.

The mechanism of clocks and watches were totally un-  
 known.

It was not him that did it, it was I.  
 She reads proper, writes very neatly, and composes accu-  
 rate.

The natural distinction of sex in animals give rise to what  
 in grammar is called genders.

A mothers tenderness and a fathers care are natures gifts  
 for mans advantage.

Every one must judge of their own feelings.  
 The happy effects of this fable is worth attending to.  
 The arrows of calumny fall harmlessly at the feet of virtue.  
 Which dictionary do you prefer, Worcester or Webster's ?  
 Some systems, so far from making men better, have a  
 tendency to make him worse.

He instructed and fed the crowds who surrounded him.  
 Poverty and obscurity will oppress him only who esteem  
 it oppressive.

Everybody trembled for themselves or their friends.  
 Some men are like so many puppets who are moved by  
 wires.

John the Baptist came neither eating bread or drinking  
 wine.

What is the student who I gave the book to, and whom,  
 I am persuaded, deserves it ?

How does this mans definitions stand affected ?  
 Each day and each hour bring their portion of study.  
 Neither Virgil or Homer are deficient in grandeur of  
 style.

Neither history nor tradition furnish such information.  
 There is no data by which it can be estimated.  
 What sounds have each of the vowels.  
 He is the strongest of the two but not the wisest.

What signifies good opinions unless they are attended by good conduct?

They live conformable to the rules of prudence.

He cannot be above six foot two inches high.

Who do you think me to be?

Hence naturally arise indifference or aversion between the parties.

There seems to be no other words required.

All debts are cleared between you and I.

He came agreeable to his promise and conducted himself suitable to the occasion.

Neither John or Thomas were at home.

Fifty pounds of wheat contains forty pounds of flour.

They, who much is given to, will have much to answer for.

Nothing never affected her so much as this misconduct of her child.

When the judge dare not act, where is the losers remedy?

None of his friends are more beloved than him.

Rebecca took goodly raiment and put them on Jacob.

Neither Roman or Saxon have added anything to his categories.

These sort of fellows are very numerous.

Where are you going at?

Wisdoms precepts forms the good mans happiness.

Who did he receive that intelligence from?

I have received no information on the subject, neither from him nor his friend.

He who committed the offense you should correct, not I who am innocent.

What avail the best sentiments if persons do not live suitably to them?

Let's you and I go.

They have been waiting this two hours.

Who do you go with?

I can learn him many things.

He done me no harm for I had wrote my letter before he come home.

I would not act thus if I was him.

It is etiquette not to set down in the presence of royalty.

Those kind of habits are demoralizing.

Neither of those men are the one I saw.

Are either of those men going with us?

Is this the horse whom I drove?

## QUESTIONS IN GRAMMAR.

What is the study of English Grammar intended to teach?

Define the difference between "common" and "proper" nouns.

How many degrees of comparison have adjectives, and what are they?

What is a pronoun?

What is meant by parsing a sentence?

Write a short sentence containing a noun in the possessive case.

What is a noun?

Name the nouns, adjectives and verbs in the following sentences:

John had a remarkable escape from a mad dog which passed near him.

Robert's new house is larger than mine will be.

William has a better house than John, but its location is not so good.

## ORTHOGRAPHY AND PUNCTUATION.

Copy the following and correct the errors in orthography and punctuation:

John paul jones or as he was commonly called paul jones was transferred in may 1776 from the alfred to the comand of The providence a vesell mounting twelve guns and having on board seventy men in this he maid sixteen prizes in little more than three weaks he was allso twice chast by british men of war but escaped by strattagem and superiour sayling in 1877 while the british were takeing posesion of philadelphia and gates was spreading a nett for burgoyne paul jones was in france endevoring through the inflewence of the american commissioners franklin deane and lee to get the comand of a larger and better vesell than any the americans had in the service.

The cairful studdy of languidge can not fale to maik the studant acquaintid with the lauz of the humen mind the orrigen and formashun of wurdz and the struckcher of sentenses egzibbited in ettamollogee and cintacks; taken as a hole, air butt a counterpart off thoas mentle fenominay wich hav bin colleckted and clasyfide by the masters of mentle siense, The loz of suggestion of memmerry, of immajenashun of abstrackshun of gennerrlisation and rezoning air distinctly exzibbitid not meerly in the hire spessmens of elokwentz and poetry but allso in the common forms off

languidge; so that their is truth in the remarc "that we might turn a treetis on the filosofy of mind intoo won on the filosofy of languidge by mearly supposing that evvery sed in the formor of the thoughts as subjecktiv is sed agen in the latter of the words as objectiv."

LETTER AND BRIEF.

"Write a letter upon any subject with which you are familiar, of not less than one page and a half in length, and fold and brief it."

The following instructions were given May 26, 1881, by the Secretary of the Treasury in regard to briefing and referring official communications, and will be applicable to other departments:

"Every letter \* \* \* addressed to the Secretary of the Treasury \* \* \* should show on the inside the name or title of the officer addressed, the date when written and the signature of the writer; and be paged.

"Communications on letter paper should be folded in three (3) folds, and those on foolscap paper in four (4) folds, and be briefed by the writer on the first or upper fold as follows:

"I. The place where the communication was written, and the date.

"II. The name and official designation, if any, of the writer.

"III. A brief of the subject matter, embracing everything of importance, particularly the names or firms mentioned.

"At the top of the fold a space of an inch should be left blank, and the number of enclosures noted at the bottom."

WASHINGTON, D. C., May 26, 1881.

WILLIAM WINDOM,  
Secretary of the Treasury.

Instructions relative to "briefing." Letters must be endorsed on first fold, with place, date, name, title of writer and synopsis.

No. of enclosures

## HINTS TO APPLICANTS.

See to it that your work, as nearly as possible, is correct. Each error reduces the standing, and rapidity of execution will not offset erroneous work.

Do not guess at answers, for it is possible that you may thus betray a degree of ignorance which could not be inferred from a mere failure to answer.

In accounts see that the computations are correct, the items properly entered, the heading full and correct, the balance properly brought down, and the work properly ruled.

Let your penmanship be firm, *legible* and well controlled, and it will be more highly appreciated than a showy handwriting which breaks down after a few pages have been written. Exercise special care in punctuating your work. Let your periods, commas, etc., be perfectly made, and do not fall into the grievous error of making a simple "tick" with the pen do duty for signs that should be made as nearly as possible like the printed characters.

In the arithmetical portion of the examination the greatest care must be observed. Work out each example in full on the waste sheets that are supplied for that purpose, prove your work and then copy it in full upon the examination sheets. Be sure to properly numerate and point off your answers, keep decimal points in their proper places, and reduce all common fractions to lowest terms.

Be careful; it has frequently happened that carelessness has materially affected the standing of candidates. For instance, in giving the dates of events which occurred in the last century, candidates have assigned them to the present century; it was evident that the errors arose from inadvertence, but they were none the less errors, and were so charged.

Be neat; let your papers be free from blots, stains, or other evidences of careless haste or slovenliness.

Be self-possessed. Some degree of nervousness will, perhaps, be felt by all; but the man who is most composed, who can best concentrate his ideas, who can best keep his knowledge at command, will not only succeed the best in the examination room, but will be the clearest-headed and readiest at the desk.

Prepare yourself for the examination. Do not trust what you learned as a school-boy. A few hours passed in reading the rules of arithmetic, the Constitution of the United States, the principal events of American history, &c., will be time well spent.

## CIVIL SERVICE RULES.

In the exercise of the power vested in the President by the Constitution, and by virtue of the 1753d section of the Revised Statutes, and of the civil service act approved January 16, 1883, the following rules for the regulation and improvement of the executive civil service are hereby promulgated:

## RULE I.

No person in said service shall use his official authority or influence either to coerce the political action of any person or body or to interfere with any election.

## RULE II.

No person in the public service shall for that reason be under any obligation to contribute to any political fund, or to render any political service, and he will not be removed or otherwise prejudiced for refusing to do so.

## RULE III.

It shall be the duty of collectors, postmasters, assistant treasurers, naval officers, surveyors, appraisers, and custodians of public buildings at places where examinations are to be held, to allow and arrange for the reasonable use of suitable rooms in the public buildings in their charge, and for heating, lighting, and furnishing the same, for the purposes of such examinations; and all other executive officers shall in all legal and proper ways facilitate such examinations and the execution of these rules.

## RULE IV.

1. All officials connected with any office where, or for which, any examination is to take place, will give the Civil Service Commission, and the chief examiner, such information as may be reasonably required, to enable the Commission to select competent and trustworthy examiners; and the examinations by those selected as examiners, and the work incident thereto, will be regarded as a part of the public business to be performed at such office.

2. It shall be the duty of every executive officer promptly to inform the Commission, in writing, of the removal or discharge from the public service of any examiner in his office, or of the inability or refusal of any such examiner to act in that capacity.

## RULE V.

There shall be three branches of the service, classified under the civil service act (not including laborers or workmen, or officers required to be confirmed by the Senate), as follows:

1. Those classified in the departments at Washington shall be designated "The Classified Departmental Service."
2. Those classified under any collector, naval officer, surveyor, or appraiser in any customs district, shall be designated "The Classified Customs Service."
3. Those classified under any postmaster at any post office, including that at Washington, shall be designated "The Classified Postal Service."
4. The Classified Customs Service shall embrace the several customs districts where the officials are as many as fifty, now the following: New York City, N. Y.; Boston, Mass.; Philadelphia, Pa.; San Francisco, Cal.; Baltimore, Md.; New Orleans, La.; Chicago, Ill.; Burlington, Vt.; Portland, Me.; Detroit, Mich.; Port Huron, Mich.
5. The Classified Postal Service shall embrace the several post offices where the officials are as many as fifty, now the following: Albany, N. Y.; Baltimore, Md.; Boston, Mass.; Brooklyn, N. Y.; Buffalo, N. Y.; Chicago, Ill.; Cincinnati, Ohio; Cleveland, Ohio; Detroit, Mich.; Indianapolis, Ind.; Kansas City, Mo.; Louisville, Ky.; Milwaukee, Wis.; Newark, N. J.; New Orleans, La.; New York City, N. Y.; Philadelphia, Pa.; Pittsburg, Pa.; Providence, R. I.; Rochester, N. Y.; St. Louis, Mo.; San Francisco, Cal.; Washington, D. C.

## RULE VI.

1. There shall be open, competitive examinations for testing the fitness of applicants for admission to the service. Such examinations shall be practical in their character, and, so far as may be, shall relate to those matters which will fairly test the relative capacity and fitness of the persons examined to discharge the duties of the branch of the service which they seek to enter.

2. There shall also be competitive examinations of a suitable character to test the fitness of persons for promotion in the service.

## RULE VII.

1. The general examinations under the first clause of Rule VI for admission to the service shall be limited to the

following subjects: 1st. Orthography, penmanship, and copying. 2d. Arithmetic—fundamental rules, fractions, and percentage. 3d. Interest, discount, and elements of book-keeping and of accounts. 4th. Elements of the English language, letter-writing, and the proper construction of sentences. 5th. Elements of the geography, history, and government of the United States.

2. Proficiency in each of these subjects shall be credited in grading the standing of the persons examined in proportion to the value of a knowledge of such subjects in the branch or part of the service which the applicant seeks to enter.

3. No one shall be entitled to be certified for appointment whose standing upon a just grading in the general examination shall be less than sixty-five per centum of complete proficiency in the first three subjects mentioned in this rule, and that measure of proficiency shall be deemed adequate.

4. But for places in which a lower degree of education will suffice, the Commission may limit the examinations to: 1st, penmanship, copying, and orthography; 2d, the fundamental rules of arithmetic; but no person shall be certified under this examination of a less grading than sixty-five per centum on each subject.

5. The Commission may also order examinations of a higher grade, or upon additional or special subjects, to test the capacity and fitness which may be needed in any special place or branch of the service.

#### RULE VIII.

No question in any examination, or proceeding by, or under, the Commission or examiners, shall call for the expression or disclosure of any political or religious opinion or affiliation, nor shall any discrimination be made by reason thereof, if known; and the Commission and its examiners shall discontinue all disclosure, before either of them, of such opinion by or concerning any applicants for examinations or by or concerning any one whose name is on any register awaiting appointment.

#### RULE IX.

All regular applications for the competitive examinations for admission to the classified service must be made on blanks in a form approved by the Commission. All requests for

such blanks, and all applications for examination, must be addressed as follows: 1. If for the Classified Departmental Service, to the U. S. Civil Service Commission, Washington, D. C. 2. If for the Classified Postal Service, to the postmaster under whom service is sought. 3. If for the Classified Customs Service, to the head of either customs office in which service is sought. All officers receiving such applications will endorse thereon the date of the reception thereof, and transmit the same to the proper examining board of the district or office where service is sought, or, if in Washington, to the Civil Service Commission.

#### RULE X.

Every examining board shall keep such records, and such papers on file, and make such reports as the Commission shall require; and any such paper or record in the charge of any examining board or any officer shall at all times be open to examination as the Commission shall direct, and upon its request shall be forwarded to the Commission for inspection and revision.

#### RULE XI.

Every application, in order to entitle the applicant to appear for examination or to be examined, must state, under oath, the facts on the following subjects: 1. Full name, residence, and post office address. 2. Citizenship. 3. Age. 4. Place of birth. 5. Health and physical capacity for the public service. 6. Right of preference by reason of military or naval service. 7. Previous employment in the public service. 8. Business or employment and residence for the previous five years. 9. Education. Such other information shall be furnished as the Commission may reasonably require touching the applicant's fitness for the public service. The applicant must also state the number of members of his family in the public service, and where employed, and must also assert that he is not disqualified under section 3 of the civil service act, which is as follows: "That no person habitually using intoxicating beverages to excess shall be appointed to or retained in any office, appointment, or employment to which the provisions of this act are applicable."

#### RULE XII.

1. Every regular application must be supported by proper certificates of good moral character, health, and physical

and mental capacity for doing the public work, the certificates to be in such form and number as the regulations of the Commission shall provide; but no certificate will be received which is inconsistent with the tenth section of the civil service act.

2. No one shall be entitled to be examined for admission to the Classified Postal Service if under sixteen or over thirty-five years of age; or to the Classified Customs Service, or to the Classified Departmental Service, if under eighteen or over forty-five years of age; but no one shall be examined for appointment to any place in the Classified Customs Service except that of clerk or messenger who is under twenty-one years of age; but these limitations of age shall not apply to honorably discharged soldiers and sailors of the last war who are otherwise duly qualified.

#### RULE XIII.

1. The date of the reception of all regular applications for the Classified Departmental Service shall be entered of record by the Commission, and of all other regular applications by the proper examining boards of the district or office for which they are made; and applicants when in excess of the number that can be examined at a single examination, shall be notified to appear in their order on the respective records. But any applicants in the several States and Territories for appointment in the Classified Departmental Service may be notified to appear for examination at any place at which an examination is to be held, whether in any State or Territory, or in Washington, which shall be deemed most convenient for them.

2. The Commission is authorized, in aid of the apportionment among the States and Territories, to hold examinations at places convenient for applicants from different States and Territories, or for those examination districts which it may designate and which the President shall approve.

#### RULE XIV.

Those examined shall be graded, and shall have their grade marked upon a register after those previously thereon, in the order of their excellence as shown by their examination papers, except that those from the same State or Territory may be entered upon the register together, in the order of relative excellence, to facilitate apportionment. Separate

registers may be kept of those seeking to enter any part of the service in which special qualifications are required.

#### RULE XV.

The Commission may give a certificate to any person examined, stating the grade which such person attained and the proficiency in the several subjects, shown by the markings.

#### RULE XVI.

1. Whenever any officer having the power of appointment or employment shall so request, there shall be certified to him, by the Commission or the proper examining board, four names for the vacancy specified, to be taken from those graded highest on the proper register of those in his branch of the service and remaining eligible, regard being had to the apportionment of appointments to States and Territories; and from the said four a selection shall be made for the vacancy.

2. These certifications for the service at Washington shall be made in such order as to apportion, as nearly as may be practicable, the original appointments thereto among the States and Territories and the District of Columbia, upon the basis of population as ascertained at the last preceding census.

3. In case the request for any such certification or any law or regulation shall call for those of either sex, the four highest of that sex shall be certified, otherwise sex shall be disregarded in such certification.

4. No person upon any register shall be certified more than three times to the same officer in the customs or postal service, or more than twice to any department at Washington, unless upon request of the appointing officer; nor shall any one remain eligible more than one year upon any register. And no person while remaining eligible on any register shall be admitted to a new examination of the same grade.

#### RULE XVII.

1. Every original appointment or employment in said classified service shall be for the probationary period of six months, at the end of which time, if the conduct and capacity of the person appointed have been found satisfactory,

the probationer shall be absolutely appointed or employed ; but, otherwise be deemed out of the service.

2. Every officer under whom any probationer shall serve during any part of the probation, provided for by these rules, shall carefully observe the quality and value of the service rendered by such probationer, and shall report to the proper appointing officer, in writing, the facts observed by him, showing the character and qualifications of such probationer, and of the service performed by him ; and such reports shall be preserved on file.

3. Every false statement knowingly made by any person in his application for examination, and every connivance by him at any false statement made in any certificate which may accompany his application, shall be regarded as good cause for the removal or discharge of such person during his probation.

#### RULE XVIII.

Every head of a department or office shall notify the Commission of the name of every person appointed to, or employed in, the classified service under him (giving the date of the appointment and the designation of the office or place) from those examined under the Commission ; and shall also inform the Commission of the date of any rejection or final appointment or employment of any probationer, and of the promotion, removal, discharge, resignation, transfer, or death of any such person after probation.

#### RULE XIX.

There are excepted from examination the following :  
 1. The confidential clerk or secretary of any head of a department or office. 2. Cashiers or collectors. 3. Cashiers or postmasters. 4. Superintendents of money-order divisions in post-offices. 5. The direct custodians of money for whose fidelity another officer is under official bond ; but these exceptions shall not extend to any official below the grade of assistant cashier or teller. 6. Persons employed exclusively in the secret service of the Government, or as translators, or interpreters, or stenographers. 7. Persons whose employment is exclusively professional. 8. Chief clerks, superintendents, and chiefs of divisions or bureaus. But no person so excepted shall be either transferred, appointed, or promoted, unless to some excepted place, without an examination under the Commission. Promotions may be made without examination in offices

where examinations for promotion are not now held, until rules on the subject shall be promulgated.

**RULE XX.**

If the failure of competent persons to attend and be examined, or the prevalence of contagious disease or other sufficient cause, shall make it impracticable to supply in due season for any appointment the names of persons who have passed a competitive examination, the appointment may be made of a person who has passed a non-competitive examination, which examination the Commission may provide for; but its next report shall give the reason for such resort to non-competitive examination.

**RULE XXI.**

The Civil Service Commission will make appropriate regulations for carrying these rules into effect.

**RULE XXII.**

Every violation, by any officer in the executive civil service, of these rules, or of the 11th, 12th, 13th, or 14th section of the civil service act, relating to political assessments, shall be good cause for removal.

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**REGULATIONS.**

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The United States Civil Service Commission, acting under the authority of the Civil Service Act of January 16, 1883, and the rules promulgated by the President, makes the following regulations:

**CHIEF EXAMINER.**

1. The Chief Examiner shall, as far as practicable, except when otherwise directed by the Commission, attend the examinations held by the several boards of examiners. He shall take care to secure accuracy, uniformity, and justice in all their proceedings, which shall at all times be open to him; but leaving the duty of the examiners, for marking and grading those examined, unimpaired. The Commission will, in its discretion, designate one of its own members, or request the detail of a suitable person, to supervise examinations whenever deemed needful.

2. He shall prepare and submit to the approval of the

Commission proper forms and questions. He shall take care that the rules and regulations are complied with, and bring every case of injustice and irregularity observed by him to the attention of the Commission. He shall take such part as the Commission shall assign him in the work at Washington. It shall be his duty to confer, from time to time, with the heads of the postal and customs offices which he officially visits concerning the regularity, sufficiency, and convenience of the examinations for the service under them.

SECRETARY.

3. The Secretary shall keep the minutes of the proceedings of the Commission and have charge of and be responsible for the safe keeping of the books, records, papers, and other property in its office. He shall make the proper certification of those eligible for the Departmental service. He shall generally conduct the correspondence of the Commission and perform such other appropriate duties as it may assign to him.

BOARDS OF EXAMINERS.

4. The general Board of Examiners for the Departmental service shall consist of two persons from the Treasury Department, two from the Post-Office Department, two from the Interior Department, and one from each of the other Departments. But any three members may be designated by the Commission to constitute the acting Examining Board for any examination.

The Secretary of the Board of Examiners for the Departmental service shall keep a record of its proceedings and have charge of its papers.

5. A special Board of Examiners will be selected by the Commission from the Departmental service at Washington, for holding any examination, whenever, in the judgment of the Commission, the technical information or skill to be tested seems to require it.

6. In case of examinations to be held at other places than those having the classified service, the Commission may designate an Examining Board for that purpose.

7. For each post-office, the Board of Examiners shall consist of three persons.

8. The Examiners for each customs district shall consist of two persons selected from the office of the collector, and one from each of the other customs offices which are sub-

ject to the rules; but if there be no office subject thereto except that of the collector, the three shall be selected from his office.

9. Three Examiners may serve as a Board for conducting any examination; and the Examiners for any customs district will determine which three shall hold any examination, taking care that if an examination is wholly or mainly for any office, one or more of the examiners from that office shall be on the acting Board. In case of a failure or disagreement as to which three shall be the Board for any examination, the Commission or Chief Examiner shall designate the local examiners who shall serve. In case of the disability or necessary absence of one of the three examiners selected, the other two may conduct the examination.

10. Each Examining Board in the postal and customs service shall select one of its members to serve as secretary, and it shall be his duty to keep a complete record of the proceedings of the Board and of all the examinations held. He shall also keep the Record of Applicants and Examinations, and the Register of Persons Eligible for Appointment. He shall have charge of all books and papers belonging to the Board. On application of the proper appointing officer, he shall certify to such officer the names of the four persons of highest grade remaining on the register, in conformity to the rules. He shall also answer all proper requests for application blanks, and send due notifications to applicants to be examined, and shall give all other notices required to be given by the Board.

11. No examiner or officer serving under the Commission must attempt to control or influence removals.

12. Care must be taken by the examiners not to allow such visitors as they may admit, nor any conversation or other cause, to obstruct or distract those being examined.

13. Examiners must not disclose for public information, unless by the consent of those examined, more than the general results of examinations, without the details of answers given.

14. Complaints which show injustice or unfairness on the part of any Examining Board, or any one acting under the Commission, will be considered by the Commission, and if necessary it will revise the marking and grading on the papers, or order a new examination, or otherwise do justice in the premises.

15. The head of each post-office and of each customs

office, to which the rules are applicable, should inform the local Board of Examiners of probable vacancies, that examinations for filling them may be held in due season.

16. The Board of Examiners for each office or district must promptly notify the Commission of the need of holding an examination in and for such office or district, and may appoint the time for the same; but subject to any change the Commission may find it necessary to make for the more convenient and effective discharge of its duty to see that the examinations are accurate, uniform, and just. The notice must state under which clause or clauses of Rule 7 the applicants are to be examined, and must, when practicable, be given at least twenty days before the time appointed therein for the examination.

17. Notices in writing shall be mailed to applicants for examination in the postal and customs service at least eight days before the examination, and they shall clearly specify the place and the time, including the hour, of holding the same.

18. All competitive examinations for admission to the civil service shall be in writing, except that tests of physical qualities or expertness may be added as the Commission shall approve.

19. All the questions on any subject in the examinations will be given on a single sheet. The sheets will be numbered and will be given out in the order of their numbers; each, after the first, being given only when the applicant shall return to the examiners the last sheet given to him.

20. Not less than four nor more than ten questions shall be given in each subject of the examination; and, to facilitate the marking, the questions in the same subject shall, as far as practicable, be equal in difficulty. Care shall also be taken that the time allotted for the examination shall be reasonably sufficient for answering the questions.

21. In general no competitive examination should occupy more than five hours, exclusive of any intermission, and in case the examination be divided into two sessions no questions given out during the first session should be allowed to be answered in the second.

22. Every examiner will exercise all due diligence to secure fairness, and to prevent all collusion or fraud in the examinations.

23. The examination papers of each applicant shall be marked only with a number, and his name, with his num-

ber, shall be placed in a sealed envelope which shall not be opened till after his papers are marked.

24. The examination papers shall be reviewed by each Examiner separately, and in any case of disagreement the average of the markings, to be made on the papers by all, shall be the final marking on each question, subject to the regulation as to revision.

25. The views of the heads of post-offices and customs offices, as to whether applicants for the several parts of the service under them shall be examined in the five subjects under clause one of Rule 7, or only in the two subjects under clause four of that rule, will be accepted by the Commission so far as its duty to require uniformity, and adequate tests of capacity for doing the public work, will permit.

#### MARKING AND GRADING.

26. The marking on the examinations has three objects : First. To determine the standing in each subject.

Second. To determine the average standing upon the whole examination.

Third. To determine whether the applicant is admissible to the register.

27. To determine the standing in any subject, mark each answer in proportion to its completeness and accuracy, the perfect answer counting 100. Divide the sum of the credits given to all the answers in such subject by the number of the questions ; the quotient will be the proper standing in the subject.

28. To give to each of the five subjects named in clause 1 of Rule 7, the value due to their respective importance in the service, it is determined that they shall be counted in making up the general average, when perfect, as follows :

1. Orthography, penmanship and copying, 100.  
2. Arithmetic, fundamental rules, fractions and percentage, 100.

3. Interest, discount, and elements of book-keeping and of accounts, 100.

4. Elements of English language, letter-writing and the proper construction of sentences, 50.

5. Elements of the history, geography and government of the United States, 50.

(It will be seen that the total credits for a perfect examination in the five subjects will amount to 400. Dividing

this by 4, being the number of hundreds, will give 100, which is the highest attainable general average.)

29. To determine the average standing of any applicant, add to his total standing in the first three subjects one-half his standing in the other two and divide the sum by 4; the quotient will be his average standing.

30. No applicant the average of whose credits on the first three subjects is less than 65 will be placed on the register of persons eligible to appointment. All above that will be placed on the register in the order of their average standing.

31. The average standing of persons examined in the two subjects under clause 4, Rule 7, will be found by dividing the sum of their credits by 2. The average standing must reach 65 to entitle the applicant to a place on the register.

The following will illustrate the application of these directions:

[Sum of credits in each subject divided by number of questions gives credit in that subject.]

First subject.	Credit to each question.	Second subject.	Credit to each question.	Third subject.	Credit to each question.	Fourth subject.	Credit to each question.	Fifth subject.	Credit to each question.
Ques. 1.....	80	Ques. 1.....	40	Ques. 1.....	70	Ques. 1.....	60	Ques. 1.....	60
Ques. 2.....	45	Ques. 2.....	90	Ques. 2.....	45	Ques. 2.....	50	Ques. 2.....	90
Ques. 3.....	71	Ques. 3.....	74	Ques. 3.....	90	Ques. 3.....	35	Ques. 3.....	80
Ques. 4.....	50	Ques. 4.....	56	Ques. 4.....	85	Ques. 4.....	90	.....	.....
Ques. 5.....	65	.....	.....	Ques. 5.....	100	Ques. 5.....	100	.....	.....
	311		260		290		335		230
Divide credits by number questions.	5		4		5		5		3
	62.2		65		58	One-half credits in two last subjects.	2) 67	2) 76.6	38.3
							33.5		

The grade at which the applicant will go upon the register is, therefore,

$$62.2 + 65 + 58 + 33.5 + 3 + 8.3 = \frac{257}{4} = 64.25.$$

# Government Clerkships.

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## HOW TO GET ONE.

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## HOW TO PREPARE FOR EXAMINATION.

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PRACTICAL INFORMATION REGARDING EXAMINATIONS UNDER THE RULES AND REGULATIONS OF THE U. S. CIVIL SERVICE COMMISSION.

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## Civil Service Rules and Regulations.

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WASHINGTON, D. C.

R. BERESFORD, PRINTER, 523 SEVENTH STREET.

1883.

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